



Mel and Enid Zuckerman
College of Public Health

RURAL HEALTH OFFICE

ARIZONA AMERICAN INDIAN BASIC GRANT WRITING WORKSHOP

May 2nd and 3rd, 2007 – Phoenix, AZ

Location: Inter Tribal Council of Arizona
2214 North Central Avenue, Suite 100
Phoenix, Arizona 85004

Learning Objectives:

1. Access websites that announce federal and state funding opportunities
2. Assess funding announcements for fit with local needs and capacity
3. Identify the basic components of a grant application/proposal
4. Understand the special circumstances and/or exclusions that often apply to tribal governments when applying for federal funds
5. Understand the collaboration/partnership requirements of funding programs
6. Prepare an abstract for a sample grant announcement

Who should attend?

The workshop is a basic training that will introduce American Indian participants to the grant application process, from identification and assessment of funding sources to completion and submission applications. Participants should be individuals who are:

- Involved in program development in their health care setting, either as decision makers, or as someone responsible for preparing a grant or assisting a consultant with a grant
- Determined to enhance their writing skills and
- Familiar with word processing and using the Internet for grant opportunities.

This training event will be offered to 25 tribal and urban health staff. Every effort will be made to accept a diverse representation of Tribal and urban communities in the state. It is highly encouraged to apply early. Notification of participation will be sent to you by April 13, 2007.

Who are the partners?

The Arizona Department of Health Services is collaborating with the Inter Tribal Council of Arizona and the University of Arizona Mel and Enid Zuckerman College of Public Health Rural Health Office to host this workshop to make this a resourceful and beneficial experience for participants.

For more information please contact:

Kim Russell, Native American Community Development Manager at russelk@azdhs.gov or 602-542-1292.

This Basic Grant Writing Workshop is funded by an U.S. DHHS, Office of Minority Health, Region IX and a Health Resources and Services Administration grant.

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REGISTRATION FORM

Name:	
Title:	
Organization/ Tribe:	
Department:	
Mailing Address:	
City/State:	Zip:
Phone:	Fax:
Email:	

Letter of Interest:

Please attach a Letter of Interest describing your interest in attending this workshop and how you see it benefiting you and your organization. Please limit to one page.

Please answer the following questions:

1. Have you written a grant application before?
A) Yes
B) No
2. How do you find out about grant opportunities? (circle all that apply)
A) Email
B) Internet
C) Mail
D) Listservs (please list) _____
E) Other (please list) _____
3. Do you know how to use the following? (circle all that apply)
A) Microsoft Word
B) Microsoft Excel
4. Do you have regular access to the Internet?
A) Yes
B) No

Please fax registration form and letter of interest by
April 6, 2007 to:

Arizona Department of Health Services
Attn: Kim Russell
Fax: 602-542-2011
Phone: 602-542-1219

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TRAVEL SCHOLARSHIP APPLICATION

Name:	
Title:	
Organization/ Tribe:	
Department:	
Mailing Address:	
City/State:	Zip:
Phone:	Fax:
Email:	

Travel Assistance Letter:

Please include a brief letter describing your travel financial assistance for lodging, meals, and mileage. Please limit to one page.

Travel Scholarship Coverage:

A limited number of travel scholarships are available to selected participants from Native American organizations and tribal agencies that are lacking resources to attend the workshop. Based on available funds scholarships will cover lodging, mileage, and meals on a reimbursement basis after the workshop by supplying appropriate receipts. Individuals interested in travel assistance should submit a completed Travel Scholarship application and send an additional letter outlining their need for scholarship assistance. Notification of scholarship will be by April 13, 2007.

Please fax scholarship application and travel assistance letter by
April 6, 2007 to:

Arizona Department of Health Services
Attn: Kim Russell
Fax: 602-542-2011
Phone: 602-542-1219

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Preliminary Agenda

Day 1: Wednesday, May 2nd

Getting Started	
8:00-8:30 am	Register/sign in and continental breakfast
8:30-9:00 am	Welcome
9:00-10:15 am	Participant Introductions and Warm up exercise
9:45-10:00 am	Break
10:15 – 11:00 am	Overview of DHHS Agencies that Fund Grants
11:00 – Noon	Lunch (provided)
1:00 – 1:30 pm	Search State of Arizona website, funding opportunities
Assessing if a Funding Opportunity is a Good Fit	
1:30 – 2:45 pm	Questions to Ask to Determine Appropriateness of a Funding Opportunity
2:45 – 3:00 pm	Break
3:00 – 4:00 pm	Small Group Work to Assess the Fit of Sample Funding Announcements
4:00 – 4:30 pm	Wrap up, Announcements, Overview of next day

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Day 2: Thursday, May 3rd

8:00 – 8:30 am	Continental Breakfast and sign in
8:30 – 9:00	Welcome, overview of Agenda
9:00- 9:15 am	Morning energizer

Building a Grant Application Piece by Piece

9:15 – 10:30 am	Review of Required Elements of a Proposal
10:30 – 10:45 am	Break
11:00 – Noon	Continue review of Required Elements
Noon – 1:00 pm	Lunch (provided)

Special Considerations for Tribes and Tribal Organizations
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1:00 – 1:30 pm	Special Allowance and Exclusions for Tribal Governments and Organizations
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The Grant Application Submission Process
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1:30 – 2:00 pm	Tribal Internal Process Timeline
2:00- 2:45 pm	Grants.gov Overview

Workshop Evaluation

2:45 – 3:00 pm	Evaluation of workshop
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